

STATE OF HAWAII

SMALL PURCHASE WRITTEN QUOTATIONS

1. Date: 1/27/2006
2. Company: _____ 3. Phone/fax No. _____ / _____
4. Address: _____ 5. City/State/Zip: _____
6. Vendor Representative: _____

7. PROVIDE A QUOTATION for the following good/service/construction (Describe or ☐ see attached specifications):

Please provide a quotation for individual(s) to serve as the coordinator and business community's liaison in a pilot program, where Hawaii's safety officers provide community service to assist Hawaii's small businesses in building an exemplary safety program so that these companies are accepted into the Hawaii Safety and Health Achievement Program ("HI-SHARP") by the Department of Labor and Industrial Relations' Hawaii Occupational and Health Division.

Please see attached SCOPE OF SERVICES for details of the quotation.

8. **QUOTATION REQUESTED BY** (mail or fax this quotation by 2/14/2006, 4:30 PM to the following):
(date) (time)

9. Dept/Agency Department of Labor and Industrial Relations

10. Address 830 Punchbowl Street, #321 11. City/State/Zip Code: Honolulu, HI 96813

12. Contact Person Patrick Fukuki 13. Phone/fax No 586-8888 / 586-8899

===== **VENDOR TO COMPLETE ITEMS 14 THROUGH 25 BELOW** =====

14. Item No.	15. Description of Item	16. QTY	17. UNIT PRICE	18. TOTAL PRICE
19. Additional information or terms (i.e. delivery time, warranty period, etc.):			20. Shipping/ Handling	
			21. State Tax	
			22. TOTAL SUM PRICE	

23. Quote No. _____ 24. Price(s) shall remain firm for _____ days.

25. Vendor Representative: _____
Signature Date

Title: _____

Scope of Services

SPECIAL GOVERNMENT EMPLOYEE COORDINATOR ("SGE")

The ("CONTRACTOR") shall serve as the coordinator and business community's liaison in a pilot program, where Hawaii's safety officers provide community service to assist Hawaii's small businesses in building an exemplary safety program so that these companies are accepted into the Hawaii Safety and Health Achievement Program ("HI-SHARP") by the Hawaii Occupational and Health Division ("HIOSH") of the Department of Labor and Industrial Relations ("STATE").

Duties and Responsibilities

The goal of this pilot program, called Safe Workplace Assistance Program (SWAP), is to encourage safety professionals in the private sector to provide *pro bono* community service to ensure that more of Hawaii's workers' enjoy a safe workplace. The CONTRACTOR may be a profit or non-profit entity, which has demonstrated a commitment to occupational safety and health; are familiar with Hawaii's community of safety professionals; possesses working knowledge of the federal and state laws, regulations and standards relating to occupational health and safety; and is familiar with the HI-SHARP program, including the SHARP Form 33, which is attached.

The CONTRACTOR shall:

- Encourage and recruit other safety professionals, who may qualify as Special Government Employees (SGE) for the purpose of this initiative. The Contractor will submit the names of the potential SGE candidates to the STATE, who will determine whether they qualify as a SGE under standards set by the STATE, which is attached.
- Coordinate and provide necessary directions and proper oversight of the SGEs to ensure they are able to carry out their responsibilities and meet the goals of this initiative.
- In consultation with the STATE, recruit, identify and select TWELVE (12) companies that have the potential and have expressed and displayed the necessary commitment to obtain SHARP status. Out of these twelve companies, SIX (6) shall be in the construction industry, and SIX (6) in the general industry.
- Ensure the SGEs are properly assigned to the selected companies. The Contractor shall also provide proper oversight to ensure:
 - The SGEs provide the selected companies an initial evaluation of its safety program, provide recommendations on what needs to be accomplished in order to successfully meet each requirement of the Form 33, and work

closely with these companies to ensure the requisite improvements are made.

- Work with HIOSH Consultants to schedule the final Form 33 evaluation for each company to determine whether the company meets the criteria to be accepted into SHARP.
- Select additional companies to replace any of the initial selected companies, which for any reason decide not to pursue SHARP or is disqualified from the SHARP program.
- Ensure at least TWELVE (12) Hawaii-based businesses are accepted into the SHARP program, out of which EIGHT (8) will be in the construction industry, and FOUR (4) in the general industry category.

Although the SGEs may assist the STATE in conducting the final Form 33 evaluation, whether a company meets the SHARP requirements and be accepted into the SHARP shall be at the sole discretion and decision of the STATE, in accordance with its federally approved State Plan.

COMPLETION DATE

At least SIX (6) companies must receive their SHARP certification by April 30, 2006, and the additional SIX (6) companies must receive their SHARP certification by September 30, 2006.

PROPOSALS

All proposals must include:

1. Statement of organization's qualifications, which should establish the contractor's:
 - History of commitment to occupational safety and health;
 - Familiarity with Hawaii's community of safety professionals;
 - Working knowledge of the federal and state laws, regulations and standards relating to occupational health and safety; and
 - Familiarity with the HI-SHARP program, including the SHARP Form 33.
2. Resume or statement of qualification of the person(s) primarily responsible to successfully meet the scope of services.

All proposals must be submitted to Mr. Patrick Fukuki, Business Management Officer, no later than February 14, 2006, close of business.

**CRITERIA TO BE CERTIFIED AS A SPECIAL GOVERNMENT EMPLOYEE
FOR THE PURPOSE OF THE SAVE WORKPLACE ASSISTANCE PROGRAM**

1. General

All Special Government Employees (SGEs) must have the following experience:

- a. Experience in applying OSHA/HIOSH standards/regulations;
- b. Experience in conducting safety and health audits, including evaluating a site's safety and health management system;
- c. Qualification as either a safety specialist or industrial hygiene specialist;
- d. Strong interpersonal skills;
- e. Excellent written and verbal communication skills;
- f. Physical ability to perform team member's duties; and
- g. Management or corporate support for participating as an SGE (unless self-employed).

2. Specialized Experience / Qualifications

In addition to the general requirements, SGEs who wish to participate must have the following qualifications:

a. CURRENT CERTIFICATION

- i. Current certification as a Certified Safety Professional (CSP) granted by the Board of Certified Safety Professionals (BCSP);
or
- ii. Current certification as a Certified Industrial Hygienist (CIH) granted by the American Board of Industrial Hygiene (ABIH);
or
- iii. Current certification as a Certified Safety and Health Professional (CSHP) - Industrial Hygiene designation, granted by HIOSH; or
- iv. Current certification as a Certified Safety and Health Professional (CSHP), safety designation, granted by HIOSH;
or
- v. Current certification as a Professional Engineer (PE) in Safety Engineering.

b. EDUCATION

- i. A bachelor's degree in industrial hygiene, environmental health and science, occupational health, biology, chemistry, or a related field and five years of documented professional

industrial hygiene experience within the last seven years prior to the SGE Application; or

- ii. A bachelor's degree in occupational safety and health, engineering, construction safety management or a related field, with five years of documented professional safety experience within the last seven years prior to the SGE Application.

c. EXPERIENCE

- i. Nine years of documented professional safety experience within the last ten years prior to the SGE Application.

Safety and Health Program Assessment Worksheet Blank Form 33

Request Number		Visit Number		Visit Date	
Employer					
Site Location					

Legend: 0 = No; 1 = No, Needs major improvement; 2 = Yes, Needs minor improvement; 3 = Yes; NA = Not Applicable; NE = Not Evaluated
* = Stretch Items Attribute of Excellence

Synthesis Item Score						
	0	1	2	3		
With the total knowledge you now have of this organization (whether or not such knowledge has been captured by attribute ratings), use your professional judgment to assign an overall score for the organization's safety and health system.						
Hazard Anticipation and Detection						
	0	1	2	3	NA	NE
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.						
Comments:						
2. Effective safety and health self-inspections are performed regularly.						
Comments:						
3. Effective surveillance of established hazard controls is conducted.						
Comments:						
4. An effective hazard reporting system exists.						
Comments:						
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs.						
Comments:						
6. Accidents are investigated for root causes.						
Comments:						
7. Material Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.						

Comments:						
8. Effective job hazard analysis is performed.						
Comments:						
9. Expert hazard analysis is performed.						
Comments:						
10. *Incidents are investigated for root causes.						
Comments:						
Hazard Prevention and Control						
	0	1	2	3	NA	NE
11. Feasible engineering controls are in place.						
Comments:						
12. Effective safety and health rules and work practices are in place.						
Comments:						
13. Applicable OSHA-mandated programs are effectively in place.						
Comments:						
14. Personal protective equipment is effectively used.						
Comments:						
15. Housekeeping is properly maintained.						
Comments:						
16. The organization is properly prepared for emergency situations.						
Comments:						
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.						
Comments:						
18. *Effective preventive maintenance is performed.						
Comments:						
19. An effective procedure for tracking hazard correction is in place.						
Comments:						
Planning and Evaluation						
	0	1	2	3	NA	NE

20. Workplace injury/illness data are effectively analyzed.						
Comments:						
21. Hazard incidence data are effectively analyzed.						
Comments:						
22. A safety and health goal and supporting objectives exist.						
Comments:						
23. An action plan designed to accomplish the organizations safety and health objectives is in place.						
Comments:						
24. A review of in-place OSHA-mandated programs is conducted at least annually.						
Comments:						
25. *A review of the overall safety and health management system is conducted at least annually.						
Comments:						
Administration and Supervision						
	0	1	2	3	NA	NE
26. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.						
Comments:						
27. Each assignment of safety and health responsibility is clearly communicated.						
Comments:						
28. *An accountability mechanism is included with each assignment of safety and health responsibility.						
Comments:						
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.						
Comments:						
30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.						
Comments:						
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.						
Comments:						
32. Organizational policies promote the performance of safety and health responsibilities.						

Comments:						
33. Organizational policies result in correction of non-performance of safety and health responsibilities.						
Comments:						
Safety and Health Training						
	0	1	2	3	NA	NE
34. Employees receive appropriate safety and health training.						
Comments:						
35. New employee orientation includes applicable safety and health information.						
Comments:						
36. Supervisors receive appropriate safety and health training.						
Comments:						
37. *Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.						
Comments:						
38. Safety and health training is provided to managers.						
Comments:						
39. *Relevant safety and health aspects are integrated into management training.						
Comments:						
Management Leadership						
	0	1	2	3	NA	NE
40. Top management policy establishes clear priority for safety and health.						
Comments:						
41. Top management considers safety and health to be a line rather than a staff function.						
Comments:						
42. *Top management provides competent safety and health staff support to line managers and supervisors.						
Comments:						
43. Managers personally follow safety and health rules.						
Comments:						

44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.						
Comments:						
45. Managers allocate the resources needed to properly support the organizations safety and health system.						
Comments:						
46. Managers assure that appropriate safety and health training is provided.						
Comments:						
47. Managers support fair and effective policies that promote safety and health performance.						
Comments:						
48. Top management is involved in the planning and evaluation of safety and health performance.						
Comments:						
49. Top management values employee involvement and participation in safety and health issues.						
Comments:						
Employee Participation						
	0	1	2	3	NA	NE
50. There is an effective process to involve employees in safety and health issues.						
Comments:						
51. Employees are involved in organizational decision making in regard to safety and health policy.						
Comments:						
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources.						
Comments:						
53. Employees are involved in organizational decision making in regard to safety and health training.						
Comments:						
54. Employees participate in hazard detection activities.						
Comments:						
55. Employees participate in hazard prevention and control activities.						
Comments:						

56. *Employees participate in the safety and health training of co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
57. Employees participate in safety and health planning activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
58. Employees participate in the evaluation of safety and health performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

Revised Form 33, October, 2000